

# Strategies for Success

## School District Energy Management Program Operation and Maintenance Guidelines / Best Practices

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This set of guidelines was developed as a joint partnership of the Colorado Governor's Office of Energy Management and Conservation ([www.colorado.gov/rebuildco](http://www.colorado.gov/rebuildco)) and the Colorado Association of School District Energy Managers ([www.casdem.org](http://www.casdem.org)).

These guidelines are based on years of successful energy and facilities management work in schools and are intended to serve as a template for helping implement a successful energy management program at your school district. You are encouraged to modify these guidelines as necessary to suit the needs of your individual district.

This set of guidelines includes the following:

- ☐ 1. Management Strategies
- ☐ 2. District Energy Management Policy
- ☐ 3. Common Misconceptions Regarding Energy Use
- ☐ 4. Custodians
- ☐ 5. Kitchen Staff
- ☐ 6. Teachers and Staff
- ☐ 7. Groundskeeping
- ☐ 8. HVAC Operating Schedules
- ☐ 9. Lighting
- ☐ 10. Computers & Equipment
- ☐ 11. Preventative Maintenance
- ☐ 12. Equipment Purchasing

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*We're here to get you started, and see you through!*

### Rebuild Colorado

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